Test It! Deluxe™

User's Guide

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EduSoft®

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Powerful, Friendly

Test It! Deluxe is Powerful!

Test It! Deluxe is a powerful test authoring program that creates both printed tests and tests that students can take on a computer. You enter a set of test questions in any subject and let **Test It! Deluxe** do the work.

With **Test It! Deluxe** you can save and build your question bank from year to year and print new tests each time you teach a course. **Test It! Deluxe** adapts to your test and quiz methods and lets you customize features to fit your own needs.

Printed Tests: Creates printed tests of up to 200 questions. Automatically prints a separate answer key. Prints multiple forms of the same test with questions scrambled. Prints test forms with or without answer blanks. Prints extra space for inserting maps or other drawings. Prints extra space for student answers to essay/short answer questions and lets you write special essay notes to appear on the answer key only. Saves tests on disk for future use. Lets you customize directions for each type of question. Prints blanks for student name, class, and date.

Computer Tests: Creates onscreen computer tests of up to 20 (64k) or 80 (128k) questions. Gives students immediate feedback on every question. Scores tests automatically and stores results for your review. Lets you view test results onscreen or on printed reports.

Question Formats: Multiple choice, Fill-in-the-blank, Matching, True/false, and Essay/short answer.

Test Creation Methods: You select questions by number, or review and select questions individually. The computer randomly selects questions by subject, question type, and difficulty level.

Storage Features: 3.5" Question Bank Disk can hold 1000 to 2000 questions. 3.5" disk can store both the **Test It! Deluxe** program and a question bank of 800 to 1700 questions on the same disk. 5.25" Question Bank Disk can hold 160 to 300 questions. Special copy feature lets you copy subject areas and questions from one question bank to another for extra flexibility (128k).

Test It! Deluxe is Friendly!

With **Test It! Deluxe**, you can quickly learn to create customized tests even if you have never used a computer. The **Test It! Deluxe** tutorial will bring you well along the way to mastering the program in just one hour.

Use the simple menus on **Test It! Deluxe** to create Student Disks for onscreen tests, Question Bank disks for storing your questions, and backup disks. All activities in **Test It! Deluxe** are clearly explained right on the computer screen.

Student Disk: Creates a self-booting Student Disk for onscreen tests. Students load the disk and follow simple instructions to take their test. They receive immediate feedback on each question as well as a final test score. You can view their test scores later either onscreen or on a printed report.

Entering and Editing Questions: Questions are easy to enter. Each of the five formats (Multiple choice, Fill-in-the-blank, Matching, True/false/ and Essay/short answer) is clearly displayed on the screen. 80-column full screen editing, automatic word wrap, insert and delete controls, **Boldface**, Underlining, Subscripts H_20, and Superscripts $6x^2$.

Question Banks: Save your questions and use them over and over again. Stores questions in well-organized Question Banks. Each bank can contain up to seven subject areas. Provides option to print all questions in a subject along with an answer key. Easy to retrieve questions for future use or delete unwanted questions.

Tutorial: Instant Success! Make a backup copy of your disk, create a Question Bank and add each of five types of questions. Print out a test, create a Student Disk, design an onscreen test, and learn to moniter student results. All of this and more in just one hour!

System Requirements

Test It! Deluxe requires an Apple II+, IIe, IIc, or IIGS® computer with 64k of memory. The program is available in both 5.25" or 3.5" disk formats and will work with one or two drives. If you are using both a 5.25" and 3.5" drive, you can use one drive for the program disk and the other for data disks, or you can store both the program and a question bank on the same 3.5" disk. You can also backup a 5.25" program disk onto a 3.5" disk (see "EduSoft's Backup Policy" section of the **Miscellaneous** chapter). The program uses ProDOS® and may be used in a networking system with the purchase of a School Site License.

Test It! Deluxe works with most printers. For the Apple II+ or IIe, connect your printer to a printer interface card in slot 1. Use the printer port on an Apple IIc or IIGS.

The program comes preset for an 80-column screen width, two or more drives, and an ImageWriter® II printer.

You can change to a 40-column screen width, one-drive setup, or indicate your printer type by referring to the "Setup" section of the **Miscellaneous** chapter.

System Setup

Two 5.25" Drives:	Program disk in drive 1; Question Bank Disks and Student Disks in drive 2.
One 3.5" Drive & One 5.25" Drive	Program disk in 3.5" drive; Question Bank on same disk with program; or, Question Bank Disks and Student disks in 5.25" drive. (Using a 5.25" disk for your Question Banks will be handy if you are switching between computers with two 5.25" drives and computers with one 5.25" and one 3.5" drive.) Or, program disk in 5.25" drive; Question Banks in 3.5" drive; Student Disks in either drive
One 5.25" Drive:	All disks alternate in 5.25" drive.
One 3.5" Drive:	Program disk in drive 1; Question Bank on same disk with program; Student Disks in drive 1.
Two 3.5" Drives:	Program disk in drive 1; Question Banks on same disk with program or on separate disk in drive 2; Student Disks in drive 2.

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Essentials

For new **Test It! Deluxe** users, we recommend working through the **Tutorial** chapter which will take you step-by-step through the program. If you are an experienced computer user, you may wish to experiment first with the general procedures outlined below, referring to the User's Guide to answer any questions. Use the *Miscellaneous* option to make a backup copy of the program before you begin.

The Question Bank

Test It! Deluxe uses a specific structure for storing questions. Questions are entered into question banks. Each question bank can contain up to seven subject areas. Each subject area can contain up to 99 questions.

You may wish to name a question bank "Social Studies." In this Social Studies question bank you can create seven subject areas. These could be; Japan, the explorers, U.S. Presidents, Egypt, transportation, people and their work and technology in our future. You can enter up to 99 questions in each of these subject areas. As the year progresses, you many choose to create tests which draw from only one subject area. For mid-term and final tests, you may choose to draw from a variety of subject areas. A test can include questions from only one question bank.

Each 5.25" disk can contain only one question bank. Therefore, a 5.25" Question Bank Disk can contain seven subject areas. A 3.5" Question Bank Disk can include more than one question bank.

The Student Disk

Onscreen computer tests in **Test It! Deluxe** require the use of a student disk. A Student Disk is a self-booting disk which contains a set of computer tests. In order to create tests on the Student Disk, **Test It! Deluxe** draws questions from a question bank and stores them on the Student Disk. A student loads this disk and is presented with a menu of tests. Upon selecting a test and entering her/his name, she/he takes an onscreen test. Her/his teacher has access, through the use of a secret password, to this student's results.

Creating Printed Tests

Test It! Deluxe lets you select questions from any of seven subject areas to print tests of up to 200 questions. You can customize directions, save tests, and print multiple test forms with the same questions scrambled. Answer keys are printed automatically.

- Create a Question Bank Disk (*Questions* option).
- Create subject areas and add questions (*Questions* option).
- Create your printed test (*Printed Tests* option).

Creating Computer Tests

Test It! Deluxe also lets you make onscreen tests of 20 (64k) or 80 (128k) questions each. After you create a test on a Student Disk, all students may use this disk to take the test. Students are given immediate feedback on every question and their scores are automatically stored for your review. By booting up the Student Disk and using a password, you can view student results on screen or print a report.

- Create a Question Bank Disk (*Questions* option).
- Create subject areas and add questions (*Questions* option).
- Create a Student Disk for storing computer tests (*Miscellaneous* option).
- Create your computer test (*Computer Tests* option).
- Use your password to view test results from the Student Disk.

Tutorial

It will take about one hour to complete this tutorial.

Working through this tutorial will help you learn the basic operations of **Test It! Deluxe.** It will take approximately one hour. You will learn how to create and edit questions, how to make a printed test, and how to make a computer test for students to take onscreen.

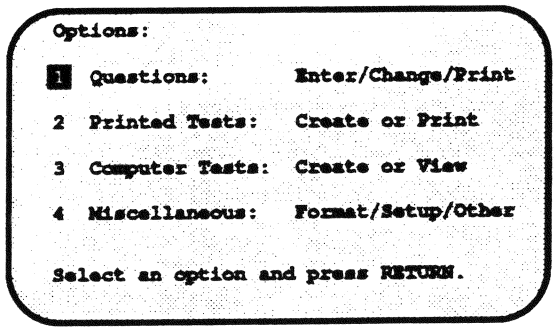
If you do not plan to use the program for creating onscreen tests, you can continue through the printed test section and then skip the remainder of the tutorial. The chapters that follow the tutorial provide more detailed information about each part of the program.

Getting Started

1. Make sure the computer is off and the printer is properly connected.
2. Turn on the monitor and the printer.
3. Put the program disk into the disk drive and close the door.
4. Turn the computer on. If the menu screen does not automatically appear, repeat the loading process from step 1.

Main Menu

The **Test It! Deluxe** main menu has four options:


Options:
1 Questions: Enter/Change/Print
2 Printed Tests: Create or Print
3 Computer Tests: Create or View
4 Miscellaneous: Format/Setup/Other
Select an option and press RETURN.

Making Menu Selections

When **Test It! Deluxe** starts up, *Questions*, the first choice, is highlighted. As you go through the program and want to change the selection to other options, press the up and down arrow keys, the number keys, or the space bar. Press RETURN to activate the option you have selected. Press the escape key (ESC) to return to the previous menu.

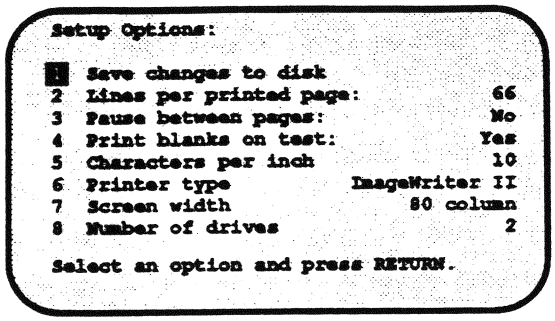
System Setup

The program is preset for two disk drives. It can easily be set for one disk drive.

If you have two or more drives, continue with the "Making a Backup Program Disk" section below. If you have a one-drive system, choose main menu option 4, *Miscellaneous* and then select option 2, *Setup*. Next, select option 7, *Number of Drives*. The screen will now show number of drives as one and the cursor will highlight option 1, *Save changes to disk*. Press RETURN to save the change. The computer will reboot automatically and set up for one drive

after you press RETURN again. When the main menu appears again, continue with the instructions for making a backup.

There are a variety of setup options.


Setup Options:
1 Save changes to disk
2 Lines per printed page: 66
3 Pause between pages: No
4 Print blanks on test: Yes
5 Characters per inch 10
6 Printer type ImageWriter II
7 Screen width 80 column
8 Number of drives 2
Select an option and press RETURN.

Making a Backup Program Disk

Use the Backup option or your own copy program.

Use the *Backup* option to make a working copy of your program disk. Put the original away in a safe place. Then, if something happens to your program disk, you still have the original and you can make another copy. This backup option is for your convenience; you may wish to use a faster, specialized copy program for your backups.

The Backup option can be found by choosing Miscellaneous from the main menu.

1. Choose the main menu *Miscellaneous* option and then choose option 1, *Backup*.
2. *Two or more drives:* Place a blank disk in any drive. Indicate the slot location of the blank disk. The 6 is already highlighted for 5.25" disks and you can simply press RETURN. If you are using a 3.5" disk, press number 5 to select slot 5 and press RETURN. Then indicate the drive location of the blank disk and press RETURN. Next, indicate the location of your **Test It! Deluxe** Program Disk.
3. *One drive:* Place a blank disk in your drive and indicate its location (slot 6 for 5.25" disks; slot 5 for 3.5" disks). Follow the prompts for swapping your original program disk and the blank disk until the backup is completed.
4. If the backup disk already contains data, you will be asked if you want to erase whatever is already on that disk. If it really is OK to copy onto that disk, select Y to erase and continue with the backup. If you do not want to continue, press N and you will return to the menu.
5. When the backup is completed, store your original disk and label your new disk as the **Test It! Deluxe** Program Disk. Reinsert your new program disk.

Viewing and Printing a Sample Test

Before you start creating your own questions and tests, take a moment to view an onscreen test and print a sample test.

1. From the *Miscellaneous* menu, choose option 6, *Sample Tests.*
2. Option 1, *View Sample Test* is highlighted. Press RETURN.
3. You will now see a short onscreen test similar to the tests you can create for your own students. Press RETURN at the prompts and enter the information requested. After you see your results onscreen, press RETURN twice and you will return to the *Miscellaneous* menu.
4. To print a test, choose option 6, *Sample Tests*. Be sure your printer is connected and turned on and then choose option 2, *Print Sample Test*. If you have any problem printing the sample, see the "Setup" section of the **Miscellaneous** chapter.

Test It! Deluxe comes with a sample test for you to view onscreen and print.

After you have had a chance to view and print a sample test, continue by pressing the escape (ESC) key twice to return to the main menu.

Creating a Question Bank

Test It! Deluxe formats a disk to be used for the question bank.

If you are using a 5.25" program disk, you must format a separate Question Bank Disk on which to store questions. If you are using a 3.5" program disk, you can format a separate Question Bank Disk or keep your question bank on the same disk as the program.

1. Choose *Questions* from the main menu and you will see the message "Unable to locate a question bank. Have you created a question bank ?" Press N.
2. You will then see "A question bank must first be created to store your questions. Create a question bank now?" Press Y.
3. *5.25" Test It! Deluxe Program Disk:* Place a blank disk in any drive and indicate its location by entering the correct slot and drive locations. If there is already data on that disk, you will be asked if you want to erase it. Press RETURN to erase the data and continue or N to escape. When prompted, enter a name for the question bank and press RETURN. After your Question Bank Disk has been successfully formatted, continue with the "Entering a Subject Area" section below.
4. *3.5" Test It! Deluxe Program Disk:* After you have answered Yes to create a question bank now, you will now be asked where you want to store the new question bank. Choose option 1, *On the same disk with Test It! Deluxe* and press RETURN. Enter the question bank name and press RETURN. Then continue with the section below.

Entering a Subject Area

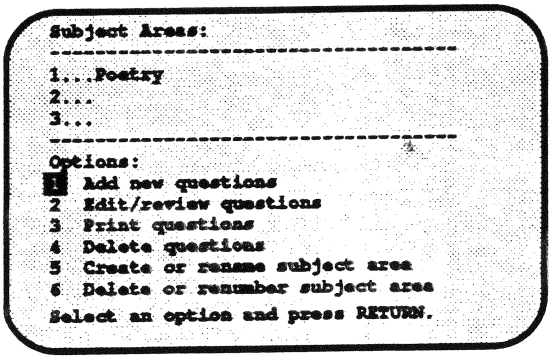
Each Question Bank Disk can contain up to seven subject areas.

You will now see a screen with a list of blank subject areas. Subject areas can contain up to 99 questions each. You can enter up to seven subject areas. Enter one subject area title now and press RETURN.

Adding Questions

You will now see the main question screen. Add one question of each type – multiple choice, fill-in-the-blank, true/false, matching and essay/short answer. If you make a mistake entering a question or answer, you can make changes at the end of the question. Special commands for using bold, underlining, and subscripts or superscripts are discussed in the **Questions** chapter of this User's Guide. The instructions for adding new questions follow.

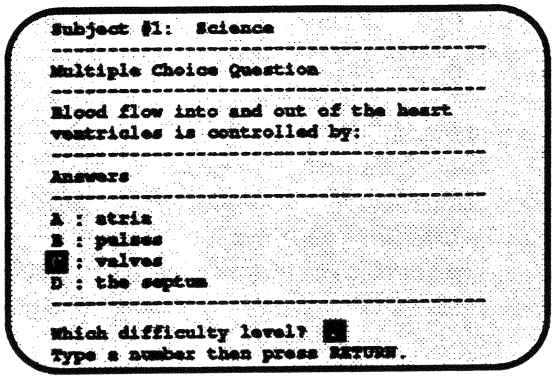
You can add new questions to any of the seven subject areas.



1. *Add new questions*, option 1, is highlighted. Press RETURN.
2. A list of subject areas appears on the screen. Actually, there's only one subject area on the list since that's all you have entered so far. The number of the subject area you just created is highlighted. Press RETURN to pick it.

Entering a multiple choice question

3. Choose option 1, *Multiple Choice*. Enter a multiple choice question in the text box. Press RETURN when you have finished. Enter up to six answer choices and press RETURN after each entry. Press the letter or letters of the correct answer(s) and press RETURN. The default difficulty level is 2; press RETURN to select it. If everything is correct, press Y. If you need to make a correction, press N and you will see each part of the question again. If there is no correction to be made in a section, simply press RETURN and it will remain the same.


Subject #1: Science
Multiple Choice Question
Blood flow into and out of the heart ventricles is controlled by:
Answers
A : atria
B : pulses
C : valves
D : the septum
Which difficulty level?
Type a number then press RETURN.

4. When you've finished entering your multiple choice question, you'll see "Total Number of Questions on File = 1. Another Question in Same Subject?" Press Y to continue.

Fill-in-the-blank

5. Choose option 2, *Fill-in-the-blank*. Enter your question, using at least three hyphens or underscore characters for the missing word(s). Then enter the correct answer(s) and a difficulty level of 2. Press RETURN (or Y) again at the message asking if you want to add another question in the same subject area.

True/False

6. Choose option 3, *True/False*. Enter your true/false statement and indicate the correct answer. You can also enter three lines of feedback for onscreen tests. Press RETURN to leave no feedback. The default difficulty level is 2; press RETURN to select it. After you've finished entering the question, answer and difficulty level, press RETURN (or Y) at the message asking if you want to add another question in the same subject area.

Be sure to enter matching items in correct order. The computer will scramble the order for you.

7. Choose option 4, *Matching*. Before entering your matching question columns, you may enter an optional title line or extra line of directions. For the tutorial, leave this blank by pressing RETURN. Enter your matching items in their correct order, (i.e., left column item A is a match for right column A). The computer will automatically scramble the choices when creating tests. The default difficulty level is 2; press RETURN to select it. After you have finished entering matching items and difficulty level, press RETURN (or Y) at the message asking if you want to add another question in the same subject area.

Essay/Short answer

8. Choose option 5, *Essay/Short answer*. You may enter up to nine lines of essay question text. For the tutorial, enter a question of less than six lines. You will then have three or more lines where you can leave optional teacher notes that will print out only on the answer key. Enter teacher notes or press RETURN to leave blank. You will now be asked the number of extra blank lines to leave on the paper for the student to write in an answer. For the tutorial, assume the student will be answering on a separate paper. The 0 is highlighted; press RETURN to leave no extra blank lines. Finally, select a difficulty level of 2.

9. When you have finished entering your essay/short answer question, you will be asked if you want to add another question to the same subject area. Press N. Then you will be asked if you want to add questions to another subject area. Press N and you will be returned to the question menu. Press ESC to return to the main menu.

Creating a Printed Test

This option will create new printed tests, reprint tests you have already saved, and delete saved tests. In this tutorial, you will create a short printed test.

1. Select *Printed Tests* from the main menu and then option 1, *Create a new printed test.*
2. Now choose test method 2, *Review/select questions individually.*

Test It! Deluxe lets you select questions from each subject area when creating a test.

3. You will see a screen listing subject areas. The one subject area you have created is option 1; press RETURN to pick it.
4. You now see a list of the first line of your questions. Press letter A and RETURN to select the first question. The number of that question will be highlighted on the screen.
5. Now type letter B (or use the down arrow or space bar) and press RETURN. Do the same for questions C, D, and E. Note: Selecting a letter and pressing RETURN highlights a question number and selects the question for your test. If you accidentally select a question you do not want to include, selecting the question letter again and pressing RETURN will "de-select" the question and the highlighting will disappear.

Press 0 when your question selection is complete.

6. Now that you have selected five questions from this subject area, follow the prompt at the bottom of the screen and press 0 to indicate your selection is complete.
7. If you had other subject areas with more questions to include on the test, you could now select another subject and continue choosing questions. Since you have only one subject area, you are now ready to make the test. Option 0, *Selections complete, make test* is highlighted; press RETURN to pick it.
8. You will see a screen which shows you the number of questions selected from each subject area. Continue by pressing RETURN. Then enter the test title text and press RETURN again.

You can write directions for each test.

9. You will now be asked if you want to review the test directions. For the tutorial, press RETURN or N. Later, when you are creating tests, you can edit directions for each test and either save them to disk or use them only for a particular test.
10. Now you are ready to print your test. Be sure your printer is connected and turned on. Then press RETURN to print.
11. After the test has printed, you will be asked if you would like to save this test to print it again later. The N is already highlighted; press RETURN to pick it.
12. You will then be asked if you want to print the test again with the same questions in a different order. The N is already highlighted; press RETURN to pick it and to return to the main menu.

Creating a Student Disk

Before you can create a computer test, you must format a Student Disk where you will store computer tests. You will give the Student Disk to students for taking tests. The Student Disk will boot up without the **Test It! Deluxe** program disk.

1. Choose main menu option 4, *Miscellaneous*, and then option 4, to get *Student Disk.*
2. *Two or more drives:* Place a blank disk in any drive. Indicate the slot and drive location of the blank disk (slot 6 for 5.25" disks; slot 5 for 3.5" disks). When the Student Disk has been formatted, be sure the **Test It! Deluxe** Program Disk is in a drive and then press RETURN.

Test It! Deluxe formats Student Disks used to store onscreen computer tests.

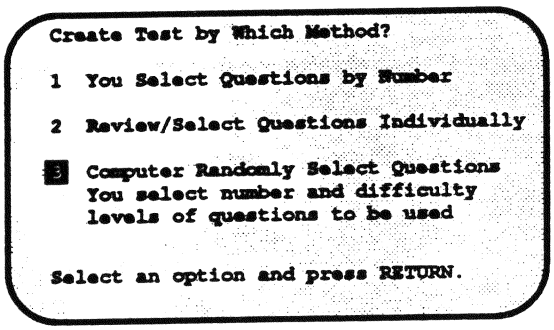
3. *One drive:* Place a blank disk in your drive and indicate its location (slot 6 for 5.25" disks; slot 5 for 3.5" disks). Follow the prompts for swapping your original program disk and the blank disk until the formatting is completed.
4. As always when formatting disks, if the new disk already contains data, you will be asked if you want to erase whatever is already on that disk. If it really is OK to copy onto that disk, select Y. If you do not want to continue, press N to return to the menu.
5. When the formatting is completed and you press RETURN, you will return to the miscellaneous menu. Press ESC to return to the main menu.

Creating a Computer Test

Use this option to create onscreen computer tests and to view computer tests and passwords. Test It! Deluxe selects questions on the Question Bank Disk and copies them onto the Student Disk. You choose the specific questions which comprise each test. This is how you compose the tests on the Student Disk.

1. Select the main menu *Computer Tests* option and then option 1, to get *Create a computerized test.*
2. You will be asked if you have prepared a Student Disk. The Y is highlighted; so just press RETURN.
3. Select option 3, *Computer randomly selects questions.*

There are three ways to select questions for tests.


Create Test by Which Method?
1 You Select Questions by Number
2 Review/Select Questions Individually
3 Computer Randomly Select Questions
You select number and difficulty levels of questions to be used
Select an option and press RETURN.

4. You will see a list of subject areas with the number of your subject area highlighted. Press RETURN to pick it.
5. You will now see a chart indicating the number of questions of each difficulty level and type. You will not see an essay/short answer category since essay questions can not appear on computer tests.

Essay/Short answer questions cannot be used on computer tests.

6. Use the arrow keys or press RETURN to move the cursor to the second box which shows the number of medium difficulty multiple choice questions you have entered. Press the > (greater than) key to increase the 0 to 1.
7. Now move the cursor to the next box which contains a question. Use the > key to change the 0 to a 1 to select the one medium level fill-in-the-blank question.
8. Continue the same process until you have selected all four of your questions. Then press 0 to indicate your selection is complete.

Press 0 when your question selection is complete.

9. At the next screen, option 0, ***Selections complete, make test,*** is highlighted. Press RETURN to pick it.
10. You will see that four questions have been selected from your subject area. Continue by pressing RETURN and enter a title for the test.
11. In the next two screens, enter your name(s) and then a description of the test.
12. You will now see the teacher's secret password. The default password is DELUXE. Press RETURN to select it.

13. When you are asked the number of questions a student must answer to receive a satisfactory grade, enter 2 and press RETURN.
14. When you see the message, "Place a Student Disk in either drive," remove your Question Bank Disk and replace it with your Student Disk. Press RETURN.
15. Enter a name for the test file and press RETURN. This name must be alpha characters.
16. **Test It! Deluxe** will now transfer the test to your Student Disk. When it has finished the transfer, press RETURN to return to the main menu.

Viewing a Computer Test

Use this option to check the computer test you have just created. You can also check tests and results by booting up the Student Disk independently.

Checking the contents of your computer tests

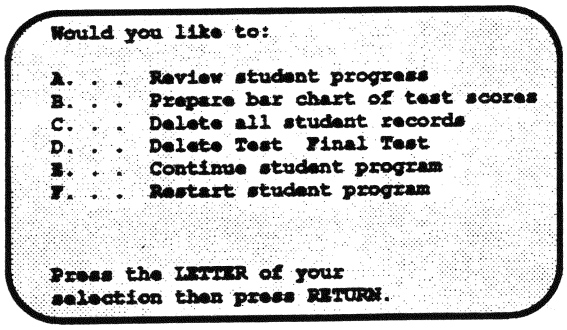
1. Select the main menu *Computer Tests* option and then option 2, to get *View: Execute Student Program.*
2. Press RETURN when you see the title screen and then select the test A you have just created. Follow the prompts and enter a name, just as you would as a student. After you see your score, press RETURN and you will see the title screen again.

Monitoring Computer Test Results

Use this option to view or print student results for a computer test.

1. To check student results, begin the test again, but this time enter your secret password, DELUXE, instead of a first name.
2. When you enter the password instead of a name, you will see this screen.

The purpose of the password is to check student results.


Would you like to:
A. . . Review student progress
B. . . Prepare bar chart of test scores
C. . . Delete all student records
D. . . Delete Test Final Test
E. . . Continue student program
F. . . Restart student program
Press the LETTER of your selection then press RETURN.

3. Choose option A, *Review Student Progress*. Press RETURN or N when asked if you want to print a report on paper.
4. You will now see, one screen at a time, the results of all students who have taken this test. Right now you will see only your own score.
5. Remove your Student Disk and reload the **Test It! Deluxe** program by resetting your computer.

Congratulations! Now that you've had a brief introduction to **Test It! Deluxe**, you can enter your own questions and begin creating tests. You can delete the question bank and computer test you have just created or simply continue adding questions and tests. All of the steps you have gone through are explained in more detail in the following chapters of this User's Guide.

Questions

Use this option to create Question Bank Disks; to add, edit, print, and delete questions; and to add, rename, renumber or delete subject areas. You can enter up to seven subject area names in every question bank and store up to 99 questions in each subject area. Questions can be selected from all seven subject areas for each test.

Creating a Question Bank

Before adding question material, you must first create a question bank in which to store your questions. If you have 5.25" drives, store only one question bank per Question Bank Disk. If you have a 3.5" drive, you can create a question bank on the same 3.5" disk as the **Test It! Deluxe** program.

Disk Storage Capacities:

5.25" Question Bank Disk:
156 to 300 questions
9 saved printed tests

3.5" Question Bank Disk:
1000 to 2000 questions
9 saved printed tests per question bank

3.5" Program disk with question bank on same disk:
800 to 1700 questions
9 saved printed tests per question bank

Creating new question banks

You can create new question banks in several ways. You can create a new bank when you load **Test It! Deluxe** and select the main menu *Questions* option without inserting a Question Bank Disk. When **Test It! Deluxe** detects that there is no Question Bank Disk present, it will offer you the opportunity to create a new Question Bank Disk. You can also create new question banks or change the question bank you are working with by selecting the main menu *Miscellaneous* option and then option 3, *Question Bank.*

Important: If you wish to change question banks during a session, or if the program does not recognize your Question Bank Disk, return to the *Miscellaneous* menu and select option 3, *Question Bank.* Then choose option 2, *Select different bank.* You will see all question bank names listed and you can indicate the name of the question bank you want to work with.

Creating/Renaming Subject Areas

Sample uses of subject areas

Subject areas can contain up to 99 questions. You can enter up to seven subject areas in each question bank. You can mix and match questions from all seven areas when creating a test. For example, in Question Bank "English II," select questions from all of your subject areas: Poetry, Short Stories, Plays, Novels, and Historical Fiction, and combine the questions in a single test. You cannot combine questions from different question banks in a single test.

To enter additional subject areas or to rename an existing subject area, choose option 5, *Create or rename subject area,* from the *Questions* menu. The next available subject area will be highlighted and you will see the words "New subject area." If you want to add a new subject area, elect that option and enter the name of the new subject area. If you want to change the name of an existing subject area, select the number of the subject area and enter the new name.

Adding New Questions

At the *Questions* menu, choose option 1, *Add new questions*. In each subject area you can add up to 99 questions in all five question types. You can also print up to 20 blank lines before any question where you want to insert maps or other drawings.

Enter text with **Test It! Deluxe** just as you would with a typewriter, use the delete key to backspace over errors. Pressing RETURN indicates you are finished with a question or answer entry. The following keyboard commands will provide you with added features and flexibility.

Word Processing Options:

The keyboard commands for word processing options

<20>	Use the < > keys to print blank lines before a question where you want to draw or insert graphics. At the beginning of the first line of a question, enter < (less than) key, then the number of blank lines you wish to leave, then > (greater than) key. Maximum: 20 blank lines.
Arrow Keys	Use arrow keys to move around within a text box.
Delete Key	Erases character to left of cursor.
Ctrl-D	Erases character under cursor.
Ctrl-I	Inserts space(s) directly to the right of the cursor.
Ctrl-L	Jumps cursor down to beginning of next line.
Ctrl-^	Turns on superscript; use again to turn off superscript.
Ctrl-V	Turns on subscript; use again to turn off subscript.
Ctrl-B	Turns on boldface; use again to turn off boldface.
Ctrl-N	Turns on underlining; use again to turn off underlining.

Question Types

Test It! Deluxe lets you enter questions in any of five formats: multiple choice, fill-in-the-blank, true/false, matching, and essay/short answer.

The five formats for question types

1. *Multiple choice:* You can enter a three-line question, six one-line answer choices, multiple correct answers, and a low, medium or high difficulty level of question. The order in which you enter answer choices is the order in which they will appear on the test.
2. *Fill-in-the-blank:* You can enter a four-line question using three hyphens or underscore characters for a blank, five one-line answer choices, and a low, medium or high difficulty level of question.

   Note: For a printed test you will usually want to enter only one answer. Since you will be referring to the answer key, you will know that a student answer of "two hundred fifty" is the same as your given correct response of "250." However, if you are creating a computer test, the computer will recognize any of the answer choices you have listed. For example, if the answer is 250, you might enter "250," "two hundred fifty," or "two hundred and fifty," the computer will count any of these answers as correct.
3. *True/false:* You can enter a four-line question, a true or false answer choice, three lines of feedback for students taking computer tests, and a low, medium, or high difficulty level of question. Feedback will appear on computer tests if the student answers incorrectly. Press RETURN to leave no feedback.

Enter matching items in correct order. The computer will scramble the order for you.

4. *Matching:* You can enter an optional one-line description, eight pairs of matching items, and a low, medium, or high difficulty level. Enter your matching items in their correct order, (i.e., left column item A is a match for right column A). The computer will automatically scramble the choices when creating tests.

Entering teacher notes

5. *Essay/short answer:* You can enter up to nine lines of question text. If you enter fewer than nine lines for the question text, you can use the remaining lines for teacher notes which will appear only on the answer key. If you would like students to answer essay questions right on the printed test form, you can leave up to nine blank lines after the question. If you want the student to answer on a separate paper or on the back of the test, press RETURN and no blank lines will be left. Note: Essay/short answer questions are included in printed tests only.

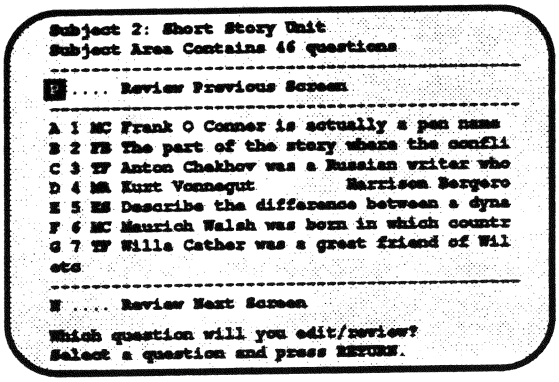
Editing/Reviewing Questions

Use this option to edit and review questions. Choose the main menu *Questions* option and then select option 2, *Edit/review questions*. Choose the subject area where you wish to edit and review questions. You will be able to view each question onscreen and make corrections.

Use "N" and "P" to review the next and previous questions.

Test It! Deluxe will show you a list of first lines of the first group of questions in the subject area. Questions are listed in numerical order with a letter next to the question. Selecting the letter next to a question will let you review all parts of the question, including answer choices and difficulty level. If the question you wish to view is not displayed, select N, *Review Next Screen*. Select P to go back to the previous screen display.

You see the first words of each question as well as an abbreviation of the style of each question.


Subject 2: Short Story Unit
Subject Area Contains 46 questions
P .... Review Previous Screen
A 1 MC Frank O Conner is actually a pen name
B 2 FB The part of the story where the confli
C 3 TF Anton Chekhov was a Russian writer who
D 4 MA Kurt Vonnegut Harrison Bergero
E 5 ES Describe the difference between a dyna
F 6 MC Maurich Walsh was born in which countr
G 7 TF Willa Cather was a great friend of Wil
etc
N .... Review Next Screen
Which question will you edit/review?
Select a question and press RETURN.

Printing Questions

Use this option to print all of the questions in a subject area along with an answer key. Choose the main menu *Questions* option and then option 3, *Print questions*. Choose the subject area whose questions you want to print. Before you print, you will also be able to edit the directions for each question type.

Test It! Deluxe comes preset for an ImageWriter II printer. If you have a different printer, refer to the "Setup" section of the **Miscellaneous** chapter to change the printer setup.

Deleting Questions

Use this option to delete a question. Choose the main menu *Questions* option and then option 4, *Delete questions*. Choose the subject area where you want to delete a question. Just as with the *Edit/Review* option, you will see a display of the first lines of questions. Select the letter next to the question you wish to delete. When you delete a question, the question becomes inactive but the space for that question is still occupied on the disk. The space is not freed up until you renumber the Subject Area.

Note: If you delete a question, you should delete a test which includes that question.

Note: You will want to delete any saved tests containing questions you are deleting. Otherwise the tests will print without the deleted questions.

Deleting/Renumbering Subject Areas

After you have been using **Test It! Deluxe** extensively, you may want to free space on your Question Bank Disk by deleting or renumbering a subject area.

1. To delete a subject area, choose the main menu *Questions* option and then option 5, *Delete/renumber subject area*. Then select option 1, *Delete an entire subject area*. **Warning**: Deleting a subject area will also delete all the questions in that subject area. Use this option carefully!

Renumber a subject area in order to conserve space occupied by deleted questions.

2. To renumber a subject area, select the main menu *Questions* option and then option 6, *Delete/renumber subject area*. Then select option 2, *Renumber subject area by removing all deleted questions*. Renumbering a subject area will remove all deleted questions and renumber all existing questions in a subject area to free up space. **Warning**: Old tests you have previously saved on disk may no longer correspond to the original printed tests since this option renumbers the questions in a subject area. Be sure to delete any old saved tests at this time to avoid confusion.

Printed Tests

Use this option to create new printed tests, to reprint previously-saved tests, and to delete saved tests. The new printed tests you create can serve as reproducible test masters, as individual tests, or as written records for your files. You can select up to 200 questions from all seven subject areas in a question bank. You will be able to choose questions by number, by reviewing the first lines of questions individually, or by having the computer randomly select questions. You can also store up to nine printed tests along with your questions on each Question Bank Disk.

The program is preset for an ImageWriter II printer.

Test It! Deluxe comes preset for an ImageWriter II and for automatic printing of answer blanks next to each test question. If you have a different printer setup and/or want to eliminate answer blanks on the test forms, refer to the "Setup" section of the **Miscellaneous** chapter for help.

New Printed Tests

Select the main menu *Printed Tests* option and then option 1, *Create a new printed test.* You can select test questions using one of three options:

Three ways to select questions

1. You select by number
2. Review/select questions individually
3. Computer randomly selects questions

Test It! Deluxe lets you select questions from each of your subject areas by turn. With each test creation method, the top of the selection screen will display the number of questions selected in the subject area you are working with, along with the total number of questions selected for the test from all subject areas. When you have finished selecting questions in each subject area, pressing 0 indicates your selection is complete and you want to choose questions from another subject area. When you finish selecting questions from all your subject areas, select option 0, *Selections complete, make test.*

Press 0 when your question selection is complete.

Customizing directions: After entering a test title, you are given a chance to review and change the test directions. If you change the directions, you can choose to save these new directions to disk. They will become your new standard directions. If you do not save the directions to disk, they will appear only on the test you are creating.

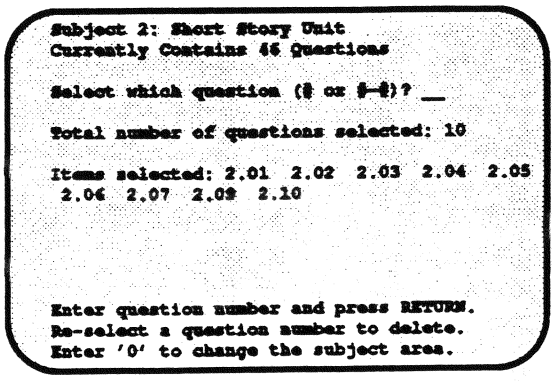
You can save up to nine tests in each question bank.

Saving tests: After a test has printed, you are asked if you want to save the test to disk for future use. You can save up to nine tests in each question bank.

Multiple forms: After a test has printed, you are also asked if you want to print the test again with the same questions in scrambled order.

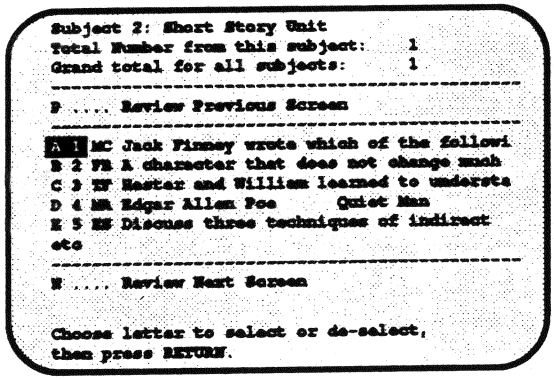
Test Creation Method 1

You select by number: If you select test questions by number, you will want to have a printout of all your questions (see the *Print questions* option on the *Questions* menu). You can select individual question numbers or a range of numbers using a hyphen, for example, 1-20. If you select a question number by mistake, choose it again to "de-select" it.


Subject 2: Short Story Unit
Currently Contains 46 Questions
Select which question (# or #-#)? _
Total number of questions selected: 10
Items selected: 2.01 2.02 2.03 2.04 2.05
2.06 2.07 2.08 2.10
Enter question number and press RETURN.
Re-select a question number to delete.
Enter '0' to change the subject area.

Test Creation Method 2

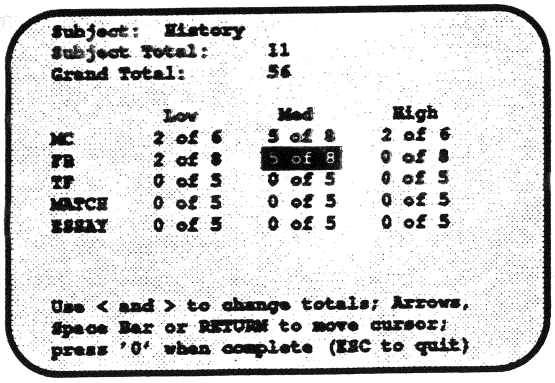
Review/select questions individually: Use this option to select questions by reviewing the first lines of questions in each subject area. Pressing the letter of a question and RETURN will select or "de-select" a question. Pressing N will display the next screen of questions; pressing P will return you to the previous screen.


Subject 2: Short Story Unit
Total Number from this subject: 1
Grand total for all subjects: 1
P .... Review Previous Screen
A 1 MC Jack Finney wrote which of the followi
B 2 FB A character that does not change much
C 3 TF Hester and William learned to understa
D 4 MA Edgar Allen Poe Quiet Man
E 5 ES Discuss three techniques of indirect
etc
N .... Review Next Screen
Choose letter to select or de-select,
then press RETURN.

Test Creation Method 3

Computer Randomly Select Questions: With this option the computer randomly selects test questions after you have selected the number and difficulty in each subject area.

This test will have a total of 16 questions, all multiple choice or true/false.


Subject: History
Subject Total: 11
Grand Total: 56
Low Med High
MC 2 of 6 5 of 8 2 of 6
FB 2 of 8 5 of 8 0 of 8
TF 0 of 5 0 of 5 0 of 5
MATCH 0 of 5 0 of 5 0 of 5
ESSAY 0 of 5 0 of 5 0 of 5
Use < and > to change totals; Arrows,
Space Bar or RETURN to move cursor;
press '0' when complete (ESC to quit)

Use the arrow keys or press RETURN to move the cursor to each category of questions. Then use the < and > keys to increase or decrease the number of questions you want to select.

Saving Printed Tests on Disk

Another way to save a test is to keep a printed copy in this binder. Index tabs are provided for organizing your tests.

You may wish to save certain tests on disk for future use. You will be able to save up to nine tests on a Question Bank Disk along with your questions. To save a test, create and print a new test. When the printing is finished, you will be asked if you want to save the test to reprint later. The program will save the test by the ID number printed on the test form.

Note: To provide you with the most storage space possible, **Test It! Deluxe** actually saves the numbers of the questions rather than the questions themselves. If you ever delete questions used in a saved test, those questions will no longer appear on the test. If you renumber a subject area so that all questions have different numbers, be sure to delete any tests using questions from that subject area. Otherwise the saved tests may no longer correspond to the original printed tests.

Reprinting a Test Saved Earlier

Select the main menu *Printed Tests* option and then option 2, *Re-print a test saved earlier.* After you select the number of the test you want to reprint, you will also have a chance to review and change the test title and test directions.

Warning: Previously saved tests which contain questions you have deleted or renumbered may no longer be valid.

Deleting a Test Saved Earlier

Select the main menu *Printed Tests* option and then option 3, *Delete a saved test.* This option is useful for housekeeping if you have deleted questions or if you have renumbered a subject area.

Computer Tests

Use this option to create computer tests for students to take onscreen. You will store computer tests on a Student Disk and give the disk to students when they take a test. The Student Disk will boot up independently of the program disk. When students take the onscreen tests, their scores will be stored for your review. You can then view and print all student scores directly from the Student Disk by entering a special password.

Creating Computer Tests

Use the *Miscellaneous* option to format a Student Disk before you create a computer test. Then select the main menu *Computer Tests* option and option 1, *Create computerized test.* The methods for creating computer tests are identical to those for creating printed tests, except that essay/short answer questions are not eligible for onscreen tests. Choose a method for selecting your questions and refer to the instructions for that method in the previous "New Printed Tests" section of the **Printed Tests** chapter.

Be sure to remember any password that you create.

When creating computer tests, you will enter a three-line test title, your name, and a four-line test description. You can also change the password for the test, although you will probably find it easiest to use the standard password, DELUXE. You will also indicate the number of questions a student must answer correctly to receive a satisfactory score.

Leave room on the disk for student results.

You can store up to 20 computer tests on a Student Disk. If you are having more than one class take each test on a 5.25" disk, you may wish to store fewer tests to leave room for both the tests and student results. A 3.5" Student Disk can store results for hundreds of students.

Viewing Computer Tests

Use this option to check computer tests you have created. You will see the test exactly as it will be presented to the student. Select the main menu *Computer Tests* option and then option 2, *View a computer test.* Following the title screen will be a list of tests on the disk. Select the test you wish to view. After viewing the test, use the reset key to reload the **Test It! Deluxe** program.

Checking Computer Test Passwords

Select the main menu *Computer Tests* option and then option 3, *Display Test's Password.* Use this option to check the password for a computer test you have created. You will see a list of all the tests on the student disk with their corresponding passwords.

Administering Computer Tests

To administer a computer test, give a student the Student Disk and instructions as listed below. All the students in your class can take the test on the same disk. Each student selects and takes the tests, receiving immediate feedback on every question a final score and list of questions incorrectly answered.

Simply load the Student Disk to take an onscreen test.

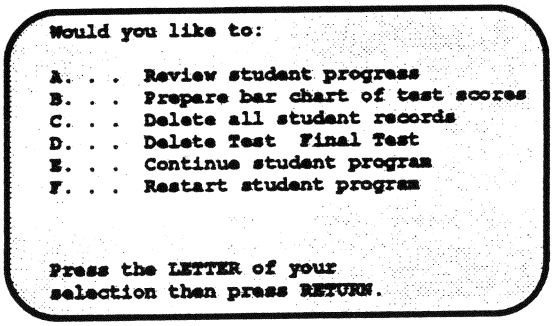
Sample Student Instructions:

1. Make sure the computer is turned off. Turn on the monitor.
2. Insert the Student Disk in drive 1 and close the door.
3. Turn on the computer.
4. Read the title pages and press RETURN.
5. Select the test you are to take from the directory list of tests. Type the letter of your choice and press RETURN.
6. Type your first name and press RETURN.
7. Type your last name and press RETURN.
8. Follow the instructions on the screen to take the test.
9. When finished, remove the disk and turn the computer off.
10. Return the disk to your teacher.

Test It! Deluxe will automatically record the results of each test on the Student Disk.

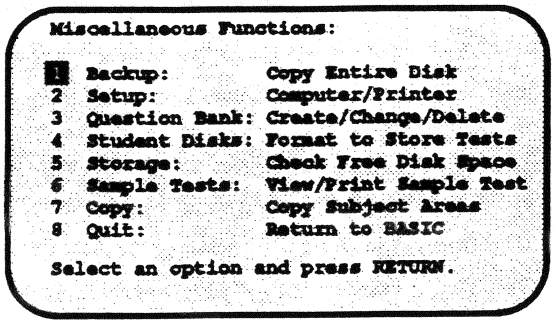
Monitoring Student Results

To view computer tests results, take the Student Disk and follow the procedure normally used by students to take the test (see sample instructions above). When the program requests a first name, type in the test's password. The standard password is "DELUXE." If you have changed the password for security reasons, type in the correct password. This password unlocks the special instructor menu below.


Would you like to:
A. . . Review student progress
B. . . Prepare bar chart of test scores
C. . . Delete all student records
D. . . Delete Test Final Test
E. . . Continue student program
F. . . Restart student program
Press the LETTER of your
selection then press RETURN.

Miscellaneous

Use this option for making backup copies, changing computer and printer setup, creating Student Disks and Question Bank Disks, copying subject areas from one disk to another, and other functions. These are the miscellaneous features:


Miscellaneous Functions:
1 Backup: Copy Entire Disk
2 Setup: Computer/Printer
3 Question Bank: Create/Change/Delete
4 Student Disks: Format to Store Tests
5 Storage: Check Free Disk Space
6 Sample Tests: View/Print Sample Test
7 Copy: Copy Subject Areas
8 Quit: Return to BASIC
Select an option and press RETURN.

Backup

Be sure to backup your program, Question Bank Disks and Student Disks.

Use this option to make backup copies of your program, Question Bank Disks, or Student Disks. EduSoft's backup policy allows you to make one copy of the program. If you have a 5.25" program disk, you can easily make a 3.5" program disk if you have access to a computer with both drives.

Backup your question banks to be sure you do not lose any valuable question material. The **Test It! Deluxe** backup option is provided as a convenience; the process can be slow and you may wish to use another faster, specialized copy program to make your backups.

Important: If you are planning to store question banks on the same 3.5" disk as the **Test It! Deluxe** program, be sure to make your backup immediately before you create question banks. You can always backup a 3.5" disk onto another 3.5" disk, even a program disk which also is storing a question bank. However, you will not be able to backup a 3.5" disk onto a 5.25" disk because there will not be enough room to store the program and question bank on the same disk.

To make a copy of an entire disk, choose the *Miscellaneous* option from the main menu and then option 1, *Backup*.

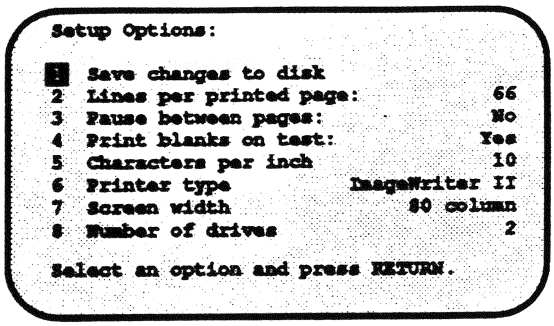
Two or more drives: Place a blank disk in any drive. Indicate the slot and drive location of the blank disk (slot 6 for 5.25" disks; slot 5 for 3.5" disks). Then indicate the location of the disk you are backing up.

One drive: Place a blank disk in your drive and indicate its location (slot 6 for 5.25" disks; slot 5 for 3.5" disks). Follow the prompts for swapping your original disk and the blank disk until the backup is completed.

If the backup disk already contains data, you will be asked if you want to erase whatever is already on that disk. If it really is OK to copy onto that disk, select Y. If you do not want to continue, press N and you will return to the menu.

Setup

Use this option to change your printer and/or computer setup and to indicate whether you want test forms printed with or without answer blanks.


Setup Options:
1 Save changes to disk
2 Lines per printed page: 66
3 Pause between pages: No
4 Print blanks on test: Yes
5 Characters per inch 10
6 Printer type ImageWriter II
7 Screen width 80 column
8 Number of drives 2
Select an option and press RETURN.

The program comes preset for a two-drive system with an ImageWriter II printer and with other options set as you see above.

1. *Save changes to disk:* Whenever you finish changing an option on the setup menu, the cursor will automatically jump back to option 1. Press RETURN to save the changes or press ESC to quit without saving.
2. *Lines per printed page:* Use this option to change the number of lines per printed page. Refer to your printer manual for the correct number of lines for your printer (usually 66 for 8 1/2" X 11" paper).
3. *Pause between pages:* When this option is set on "No," paper will feed automatically while printing tests; when the option is set on "Yes," the printer will pause between pages to let you manually feed paper one sheet at a time.

If students are going to answer on a separate sheet, choose to have no answer blanks.

4. *Print blanks on test:* When this option is set on "Yes," the printer will automatically print answer blanks on the test form; when the option is set on "No," answer blanks will not be printed and students must use a separate answer sheet.
5. *Characters per inch:* Use this option to print 10 or 12 characters per inch. Printing 12 characters per inch, will give you larger margins for ease in photocopying test forms.

Printer codes are listed in the printer manual.

6. *Printer type:* **Test It! Deluxe** comes preset for an ImageWriter II printer. If you have a different printer, select this option. You'll see another screen listing ImageWriter, Epson RX-80, Daisy Wheel and Other. If your printer is listed, select its option number and press RETURN. If your printer is not listed, select 5, *Other*. Enter your printer's codes for bold, underline, subscripts and superscripts. If you don't know the codes, escape to the printer type screen again and select the *Daisy Wheel* option. This will enable you to print no matter what type of printer you have, but the bold, underline, subscript, and superscript options won't be activated. Some printers, like the ImageWriter I, can print bold and/or underline but do not support subscripts and superscripts.
7. *Screen width:* This option changes the setup to 40-column or 80-column.
   Warning: If you enter questions in 80-column, you will not be able to edit them with a 40-column system.
8. *Number of drives:* Select 2 for two or more drives and 1 for a one-drive system.

Question Banks

Use this option to create a question bank, to select a different question bank to work with, or to change the name of or delete a question bank. Choose main menu *Miscellaneous* option and then option 3, *Question Bank: Create/Change/Delete.*

1. *Create new question bank:* Use a separate 5.25" disk for each question bank. If you have a 3.5" program disk, you can store one question bank of 800 to 1700 questions on the same disk as the program. A separate 3.5" Question Bank Disk can hold up to 2000 questions.
2. *Select different bank or disk:* Use this option to change the question bank you are working with. Each time you reboot, the program will ask you which question bank you want to work with. If you want to change question banks during a session, or if the program does not recognize your Question Bank Disk, use this option. The program will display all of the question banks it finds in any drive and you can indicate which bank you want to work with.
3. *Rename existing bank:* Use this option to rename a question bank you've already created.
4. *Delete question bank:* Use this option to delete a question bank. **Warning**: Use this option carefully since it will delete the entire question bank along with all of its subject areas and questions.

Creating a Student Disk

Before creating a computer test, use this option to format a separate Student Disk where you will store computer tests. All students in your class can use the same Student Disk for taking a test.

Choose the main menu *Miscellaneous* option and then option 4, *Student Disk.*

Two or more drives: Place a blank disk in any drive. Indicate the slot and drive location of the blank disk (slot 6 for 5.25" disks; slot 5 for 3.5" disks).

One drive: Place a blank disk in your drive and indicate its location (slot 6 for 5.25" disks; slot 5 for 3.5" disks). Follow the prompts for swapping your original program disk and the blank disk.

Student Disk Storage Capacity

You can store up to 20 computer tests on a Student Disk. If you want more than one class take each test on a 5.25" disk, you may wish to store fewer tests on a disk to leave enough room for both tests and student results. A 3.5" Student Disk can store results for hundreds of students.

Checking Free Disk Storage

Use this option to check the free storage space on your Question Bank Disks.

Sample Tests

Use this option to view or print a sample test.

Copying Subject Areas

A handy and powerful tool to copy questions from one disk to another.

This option requires at least 128k of memory and will not appear on your screen if your computer does not have enough memory. Use this option to copy an entire subject area and its questions from one question bank to another. This is particularly useful if you want to combine questions from two Question Bank Disks. The procedure will leave the original subject area on its "home" disk as well as storing a copy of the subject area in another question bank.

Before beginning the procedure, be sure you have at least two formatted question banks or Question Bank Disks. After you select the transfer option, you will be asked which question bank contains the subject area you want to transfer. If the bank is not listed, insert the disk which contains that bank. Then indicate which subject area you want to transfer. When the subject area is selected, you will be asked to indicate the question bank where you want to store the copy. This transfers a copy of the entire subject area and all of its questions from one question bank to another.

EduSoft's Warranty

Once you have filled out the enclosed Product Registration Card and returned it, you are covered by EduSoft's warranty. EduSoft guarantees that the **Test It! Deluxe** disk in this package is free of defects in materials and workmanship. Defective disks will be replaced free of charge if returned within 90 days of the purchase date. After 90 days, there is a $10.00 replacement fee for each disk returned.

EduSoft's Backup Policy

EduSoft authorizes the original purchaser of this software to make one backup copy of the program in the event that some disaster may befall the original. (Refer to the "Backup" section of the **Miscellaneous** chapter for instructions on how to make a backup copy.)

We remind you that your backup copy is to be used for archive purposes only. Unauthorized copying of **Test It! Deluxe** is a violation of Federal Law.

EduSoft's School Site License

An inexpensive School Site License giving you the right to put **Test It! Deluxe** on your school networking system or to make additional copies of **Test It! Deluxe** for use in one school location is available from the publisher. Write to EduSoft, P.O. Box 2560, Berkeley, California 94702, for details.

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Appendix

Basic Error Codes

Test It! Deluxe is written in the BASIC programming language. A situation might arise when **Test It!** will notify you of a system error, signifying a problem with how the program is relating to your computer. Below is a list of some of the more common errors.

Error Number	Error Title	Error Description
2	Range error	Command option too small or too large; for example, drive parameter must be either 1 or 2
3	No device connected	No device connected to the specified slot
4	Disk write protected	Attempt to save, write, or delete information on disk with write protect tab in place
5	End of data	Attempt to read beyond end of file or record; attempt to read form record number that has never been written to
6	File or path not found	Nor file or path could be located with specified name
7	Volume mismatch	Wrong volume parameter given; V parameter in a DOS command does not match the volume number of disk accessed
8	I/O error	Input/output error; Unsuccessful attempt to store or retirieve data from a disk; disk drive door open. diskette not formatted, no disk in drive, disk defective
9	Disk full	No free space exists on disk; attempt to store more information of a disk thatn it can hold